

**General Board Member
Career Counselors' Consortium Northeast**

The Career Counselors' Consortium Northeast (CCC) promotes the professional development of career counselors and advocates for the profession by providing an open forum for communication and training, and an opportunity to connect locally and regionally. We achieve this by offering cutting-edge programming on relevant topics that advance learning, professional development, and best practices for career counselors and those interested in the profession.

Board Responsibilities:

- Serve on the board and contribute to strategic planning throughout the year.
- Regularly attend board meetings (4-5 per year) and participate in important related conference calls and email communication (as needed).
- Actively participate and be a presence at CCC event
- Liaise with other career development organizations and the public, representing CCC.
- Volunteer for and accept assignments and complete them thoroughly and on time.
- Prepare for meetings, and review and comment on minutes and financial reports.
- Participate in the board's annual evaluation and planning efforts (typically in June).
- As needed, assist in fundraising and member recruitment efforts for the organization.

Qualifications:

- Demonstrated commitment to the career development field; candidates who are current CCC members preferred.
- **Reliable** – does what they say they will do.
- **Open Communication** – willing to connect on a regular basis to stay on top of things.
- **Organized** – able to plan effectively, organize information, and create systems.
- **Detail Oriented** – able to handle small but necessary details.
- **Problem Solving** – able to respond to situations with effective solutions.

Job Type:

Part-Time, Volunteer, a commitment to at least one year

Compensation and Benefits:

This is a volunteer position, therefore there is no monetary compensation. Membership to the CCC is free for all Board Members.

Please email your resume to info@careercounselorsne.org.

In the subject line, indicate the position for which you are applying.

Positions will remain listed until filled.